



*"Don't let the fear of the time it will take to accomplish something stand in the way of your doing it. The time will pass anyway; We might just as well put that passing time to the best possible use."*  
– Earl Nightingale

Division of Purchasing, Idaho Department of Administration

Volume 5, Issue 4

# Purchasing Update

August 23, 2006

## **PURCHASING WORKSHOP**

We are pleased to announce a Purchasing Workshop for the Coeur d'Alene area. Anyone that has responsibility to purchase goods or services for your agency is encouraged to attend. Registration is not necessary to attend this workshop.

The purpose of this event is to bring together State Agency Purchasing Personnel to interact with one another, share information, gain knowledge, and discuss available contracts and services.

Thursday, August 31, 2006  
9:00 a.m. – 12:00 Noon  
Department of Transportation, District 1  
EOC Conference Room  
600 W. Prairie Ave  
Coeur d'Alene

### Tentative Agenda

Welcome to Transportation – Jim West  
Introductions, Purchasing Updates – Mark Little  
Public Works, What we Do and Who to Contact  
Enterprise Rent-A-Car Presentation  
Administrative Updates and Questions – Mark Little

ITD is located 3 miles north of I-90 on US 95; one block west on Prairie Avenue. One block south on Mineral Avenue for parking.

Participants can park on Mineral or turn right (west) into parking lot and park in any open lot space south of this entrance.

ITD has requested that you **DO NOT PARK IN FRONT OF THE ADMINISTRATION BUILDING** as this is for short-term parking only.

Enter the ITD Administration building at the front (NE) side of the building. Sign-in at Reception and you will be directed downstairs to the EOC conference room.

### **NOTE:**

We would like to thank each of you that took time out of your busy schedules to attend the recent purchasing workshops held in Boise and Idaho Falls.

Public Works had a great presentation on some of the services that they offer and handed out information sheets on who to contact with questions relating to specific areas.

Enterprise Rent-A-Car presented an overall review of their company, new locations and a reminder of the services available.

Mark Little, State Purchasing Manager, discussed many of the recent changes at the Division of Purchasing and some of the challenges he has faced with his new duties and replacing staff.

## **PURCHASING WORKSHOP CALENDAR**

Fiscal Year 2006/2007

<b>BOISE</b>	<b>IDAHO FALLS</b>	<b>POCATELLO</b>	<b>CDA</b>	<b>LEWISTON</b>
July 25, 2006	Aug. 17, 2006		Aug. 31, 2006	
Oct. 24, 2006				
Jan. 23, 2007		Feb. 15, 2007		Mar. 1, 2007
Apr. 24, 2007				

## **COMMODITY ASSIGNMENTS**

We know you have all been curious as to the new commodity assignments with the old and new Purchasing Officers at the Division of Purchasing. Below is a list of some of the more general commodities. It will give you a place to start and who to call with your questions. Some of the Statewide Contracts have been re-assigned and the updates (Contract Administrator) will be posted on our web site as those changes are made. Please call Mark for other commodities or information that may not be listed at (208) 332-1611

**Bonnie Sletten** – SICOMM Administrator, Furniture, Printing, (Business Cards, Forms, Letterhead and Stationery, Envelopes), Books and Bindery, Chemical Supplies, Athletic Equipment and Sporting Goods, PBX Phones and Radio Equipment, Office Supplies, Fire Protection and Safety Equipment.

**Jason Urquhart** – P-CARD Contract Administrator, Water and Waste Water Treating Systems, Paper/Plastic (tissue, institutional and janitorial supplies), Plastic Bags (can liners), Clothing, Food and Dairy, Ammunition, Porta-Johns and Septic Pumping.

**Pearl Smith** – TRAINING Coordinator, Recreational Equipment (Park and Playground), Police Motorcycles, Aircraft and Supplies, Veterinary Equipment, Fish, Fowl, Animal Supplies (Elk and Deer Feed) Employee Awards and Engraved Plates.

**Sarah Hilderbrand** – LEGAL Misc., Scientific and Lab Equipment, Photo Copiers and Facsimile Machines, Architectural and Professional Services, Personal and Temporary Services, Highway Signage, Leases and Rentals, Buildings and Structures, Educational Services, Marketing and Promotional, and Price Agreements.

**Tony Opalka** – WEX Gas card, Vehicles, Charter Airlines, Motor Fuels and Propane, Batteries (Dry Cell), Seed, Soil, Sod and Inoculants, Highway and Traffic Materials, Public TV related Equipment, Electronic Components and Web Services.

**Dick Vogel** – GRAINGER'S, Industrial Tools and Supplies, Copy Paper (Bond and Colored), Heavy Equipment (Trucks, Buses, Tractors, Trailers) Boats and Canoe's, Police Equipment and Supplies, Mailing Equipment (Postal Meters) Janitorial and Building Maintenance Services, Tires and Tubes, and Student Insurance.

**Mary Jepsen** – MMCAP, Medical Pharmaceuticals (excluding Lab Equipment) Hospital, Surgical and related, Personal Hygiene and Grooming Equipment, Child Support Services, Commercial Equipment (dishwashers, etc.).

**Gregory Lindstrom** – IT, (Information Technology), Software (Canned and Systems), Software Solution Packages, Hardware (Computer Systems, Printers, Drives and Controllers), Circuits (Data and Telephone).

## **PURCHASING TIPS**

Listed below are Types of Purchase Orders:

- PO**      *Standard Purchase Order.* These are single one-time purchases for a specific product issued as a result of a competitively bid RFQ, ITB, or RFP.
- CPO**      *Contract Purchase Order* used for definite quantity - definite delivery term contracts, leases, rentals, services, maintenance agreements, purchase agreements, and time purchases. A CPO would be used to cover recurring transactions such as monthly invoices or scheduled deliveries so that a department would not have to issue a new purchase order every time. These are issued as a result of a RFQ, ITB, or RFP. In most cases CPO's will specify an exact amount, but they may also be used for time and materials type contracts with only an estimated dollar amount of the contract value during the contract life, not a guarantee of purchases. Actual purchases may vary considerably from estimates.
- BPO**      *Blanket Purchase Order* contract used for indefinite quantity - indefinite delivery type contracts for a single or limited multiple departments. They establish procedures, terms and conditions, and prices or discount for a variety of products to be ordered on an "as needed" basis. These are issued as a result of a RFQ, ITB, or RFP. The cost listed on a BPO is only an estimated total value of the contract during the contract life, not a guarantee of purchases. Actual purchases may vary considerably from estimates.

In addition to all of the above, exclusively the Division of Purchasing uses the following PO types:

- SBPO**      *Statewide Blanket Purchase Order* contract. This is the same as a BPO above but done on behalf of all departments and public agencies on a statewide basis. Departments and public agencies issue their own contract release purchase orders (their own form) against SBPO's. For example, a statewide contract for office supplies might be SBPO #00032. The cost listed on a SBPO is only an estimated total value of the contract during the contract life, not a guarantee of purchases. Actual purchases may vary considerably from estimates.
- SSA**      *Sole Source Authorization* purchase order. In most cases the Division of Purchasing will post an RFQ or ITB on the Internet, and/or in the local newspaper, to serve as a notification of sole source procurement (not a true bidding opportunity). A PO is then issued to the sole source vendor. In some cases however, a department is granted the permission to issue its own internal purchase order to the vendor, in which case the Division of Purchasing will issue a Sole Source Authorization (SSA) purchase order and number to document the granted authority. The department will be listed as the "vendor" on a SSA and comments will be included detailing the granted purchasing authority. The SSA will go to the department (as the vendor) and not be sent to the actual vendor.
- EPA**      *Emergency Purchase Authorization* purchase order. Whenever possible the Division of Purchasing will issue a standard PO on behalf of a department that has requested an emergency purchase. In some cases a department is granted the permission to issue its own internal purchase order or a PO to the vendor, or already has done so due to the nature of the emergency. In that instance, the Division of Purchasing will issue an Emergency Purchase Authorization (EPA) to document the granted authority. Just like an SSA, the EPA will be issued to the department as a "vendor" and will not be sent to the actual vendor.
- MBPO**      *Multi-State Blanket Purchase Order.* Used when Idaho is the lead state in a multi-state contract solicitation for WSCA or NASPO.
- PADD**      *Participating Addendum.* Used when Idaho takes advantage of a contract that was bid by another state. The PADD contains the unique Terms and Conditions to Idaho and are made part of the contractual agreement between the issuing state and the contractor. PADD's are generally statewide contracts.

## **Purchasing Training**



The Idaho Division of Purchasing is offering purchasing training on a regular basis. Visit the website at; [www.adm.idaho.gov/purchasing](http://www.adm.idaho.gov/purchasing) and click on the link to State Buyer Training for additional information.

There is still time to register for the next NIGP Seminar. PLANNING, SCHEDULING AND REQUIREMENT ANALYSIS. It will be held in Boise at the Division of Environmental Quality (DEQ) on September 20 – 22, 2006. Please send an e mail to [pearl.smith@adm.idaho.gov](mailto:pearl.smith@adm.idaho.gov) for more information and to register. The cost is \$500.00 per person for the 3 day seminar.

The instructor for this class is Richard Florey, CPPO  
Dick Florey is presently the Director of Purchasing with St. Louis County in Duluth Minnesota. Prior to St. Louis County he was Director of Purchasing with Olmsted County in Rochester Minnesota. Along with his 13 years of public purchasing he has 14 years experience in the private sector with Beatrice Foods located in Chicago, Illinois and Winnebago Industries in Forest City, Iowa. Dick is presently a Master Instructor with NIGP and the Chair of NIGP's Research Committee.

Remember - Seminar credits can be used for UPPCC certification and re-certification!

## **STATEWIDE CONTRACT UPDATES**

Paper, Plastic and Cleaning Supplies. Currently working on getting a new Contract in place.

Plastic Bags, (Can Liners)

Tire/Tubes,

The bids have closed. New contracts are anticipated to be in place very soon.

Batteries, (Dry Cell) currently out to Bid.

Bulk Fuels for Zone I currently out to Bid.

If you have a need or would like to see a commodity provided as a Statewide Contract, we would like to hear your suggestions.

**Purchasing Update** is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or [pearl.smith@adm.idaho.gov](mailto:pearl.smith@adm.idaho.gov)